

**Caltrans Authorization for Using Internet Extra Work Bill System**

03/14/05

**Project Info**

Contract EA	Co/Rte/KP	Contractor Name
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**Check one:** Force Account Contract ☐ **or** TRO Contract ☐ **Enter Markups below:**

<u>Prime Contractor Markups</u>		<u>Subcontractor Markups</u>	
Equipment	_____ %	Equipment	_____ %
Material	_____ %	Material	_____ %
Labor	_____ %	Labor	_____ %
Subcontractor	_____ %	Subcontractor	_____ %

**Project Office**

Address	Phone	FAX
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**Authorized Personnel**

The following personnel are authorized to review or approve Contractor Daily Extra Work Reports sent on the above contract based on assigned role. **See attached list of role descriptions.**

Name	Title	Role	Phone	E-Mail
		RE		

By completing this form, the RE understands that the above personnel must be trained to use the system.

Signed:

\_\_\_\_\_  
Resident Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Construction Engineer

\_\_\_\_\_  
Date

cc: District/Region EWB Administrator

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**Role Assignments**

The following role assignments used in the EWB System:

<b>ROLE</b>	<b>ACTIONS</b>
<b>RE (Resident Engineer)</b>	Create, Save, Print, View, Send, Review, Reject, Revise, Approve, and Correct EWBs
<b>RE Authority</b>	Print, View, Create, Save, Send, Review, Reject, Revise, Approve, and Correct EWBs
<b>EWB Review</b>	Create, Save, Print, View, Send, Review, Reject, and Revise EWBs (All actions <b>except</b> Approve.)
<b>EWB Entry</b>	Create, Print, View, Save, and Revise EWBs
<b>District Data Entry</b>	Create, Send, Print, View, Save, and Revise EWBs
<b>Staff (Caltrans)</b>	Read only (Print and View)